

USCG Integrated Pest Management Services
Statement of Work (excerpt)

PART 1 GENERAL

1.01 INTENT: The intent of this contract is to obtain an efficient and effective Integrated Pest Management (IPM) Program at US Coast Guard Air Station Sitka, 611 Airport Road, Sitka, Alaska 99835.

1.02 SCOPE: This contract requires integrated pest management services for all buildings and areas specified in Part 3 of this contract.

This contract calls for the suppression all insect, arachnid, rodent populations, and any other pest not specifically excluded from this contract. Pest populations located on the exterior grounds within the property boundaries of the buildings are included. All Air Station Facilities, Housing Units, construction sites, and renovation areas are also included under this contract.

IPM is the method of choice for Coast Guard pest management and disease vector control. IPM is a sustainable approach to managing pests and controlling disease vectors by combining applicable pest management tools in a way that minimizes economic, health, and environmental risks. IPM uses regular or scheduled monitoring to determine if and when treatments are needed and employs physical, mechanical, cultural, biological, genetic, regulatory chemical and educational tactics to keep pest numbers low enough to prevent unacceptable damage or impacts. Treatments are not made according to a predetermined schedule; they are made only when and where monitoring has indicated that the pest will cause unacceptable economic, medical, or aesthetic damage. Treatments are chosen and timed to be most effective and least disruptive to natural controls of pests. Least hazardous, but effective, pesticides are used as a last resort. The costs for all treatments are included in the contract amount.

IPM in the Coast Guard is based on seven steps that are routine procedures for addressing each pest problem. These steps are:

1. Identification and assessment of pest or disease vector problems.
2. Development of a written management plan or strategy that emphasizes natural controls and non-chemical tactics to deal with pest and disease vector problems.
3. Establishment of an action threshold for each pest and disease vector problem to define when corrective action must be implemented.
4. Use of a monitoring procedure, such as inspection, trapping, or surveillance, for each pest and disease vector.
5. Application of corrective action when a threshold is reached for any pest or disease vector.
6. Use of a documentation system to catalogue monitoring information and to document management problems.
7. Verification and evaluation procedures to ensure that the IPM program is meeting stated risk reduction measures and that information exists to redesign the IPM plan where required.

The IPM services are generally accomplished through a proactive services performed as regular inspections and reactive services performed as a response to service requests.

The scope includes the sealing of minor cracks, crevices, and holes that serve as known pest harborage, or permit pest ingress and egress. The Government will be responsible for any work related to the building components such as structural members, furnishings, etc., affected including the removal of damaged material, and any associated repairs.

The Contractor is expected to provide service to all buildings and areas of each site. This contract requires IPM for both building interiors as well as exterior areas.

USCG Integrated Pest Management Services
Statement of Work (excerpt)

1.03 GOVERNMENT FURNISHED: The Government will provide access to sink rooms (with utility sinks), where available, at various points throughout the building. The Government will provide hot and cold water as necessary for the Contractor to perform the requirements herein and limited to the normal water supply provided in the building. The Contractor shall not use these rooms for storing equipment. The Contractor shall keep sink room doors closed, locked and the light(s) and water turned off when not in use.

1.04 CONTRACTOR FURNISHED: Unless otherwise specified, the Contractor shall furnish all supplies, materials, tools, and equipment necessary for the performance of work under this contract. The Contractor shall only use supplies and materials that conform to the principles of IPM. All supplies, materials and equipment used in the work described herein are subject to approval Contractor Officers Technical Representative (COTR).

The Contractor shall furnish to the COTR, prior to the initial application of pesticides, the Material Safety Data Sheets (MSDS) on all chemical products to include trade names, chemical names and a label showing the contents and the use strength of the chemical as applied and antidote thereto. The Contractor shall furnish this information each time there are changes in chemicals or products used in the performance of this contract.

1.05 REQUIREMENTS: The Contractor shall meet the desired outcome listed in the table below and perform to the standards indicated.

Performance-based Matrix: Desired Outcome Standard for Successful Performance

The Contractor shall provide, establish and maintain safe, effective, and environmentally sound integrated pest management (IPM) program to prevent or control pests and disease vectors that may adversely impact readiness or military operations by affecting the health of personnel or damaging structures, materiel, or property.

- 98 percent of specific sites of actual or potential pest infestation identified.
- 100 percent of existing populations suppressed with corrective solutions.
- 100 percent of areas vulnerable to infestation managed.
- 100 percent of required records accurately maintained and reports submitted.
- Effectiveness of the IPM actions systematically evaluated.
- Requests for service responded to in required timeframes 95 percent of the time.
Appropriate level of toxicity applied.
- The Contractor is cooperative, committed to customer satisfaction, and has a business-like concern for the interest of the customer.

1.06 SPECIFIC TASK REQUIRED.

A. INITIAL INSPECTION: The Contractor shall make a thorough initial inspection of the premises to evaluate and inventory its pest management needs during the 30 calendar days after contract award. The Contractor shall brief the Contracting Officer's Technical Representative (COTR) on all findings. The Contractor shall continue to respond to routine service requests while performing this inspection.

B. MONITORING AND INSPECTION: A critical aspect of the pest management plan shall be implementation of a continuous monitoring and inspection program to identify infested zones and allow an objective assessment of pest population levels, and to identify procedural and structural deficiencies that contribute to pest infestations. The Contractor shall report findings and make detailed, site specific recommendations in writing

USCG Integrated Pest Management Services
Statement of Work (excerpt)

for corrective action to the COTR. The Contractor shall give special attention to the Government sanitation, waste management, and repair/alteration activities. Recommendations to the Government that can aid in the overall pest suppression effort may involve improvement in cleaning or storage practices, installation or repair of screens and barriers, application of caulk and other sealants, patching of structural gaps, repairing leaks, and draining or filling exterior sites.

C. COORDINATION REQUIREMENTS: The Contractor shall provide services in accordance with a Government approved detailed pest management plan and inspection and service schedule developed for each building. Contractor shall perform services that do not adversely affect tenant health or productivity during the hours of operation in the various buildings. Contractor shall coordinate access to building space, including restricted areas, and the scheduling of service with the COTR. When it is necessary to perform work on weekends or outside the regularly scheduled hours set in the Contractor's plan and schedule, the contractor shall notify the COTR at least two (2) work days in advance. If a particular treatment requires an area to be vacated, the Contractor's shall notify the COTR at least two (2) work days in advance of the treatment, provide and post all necessary signage, ensure the security of the area being treated, and remove signage when the area is safe for entry.

D. TRAPPING DEVICES: The Contractor shall as follows:

Check all trapping devices (including glue boards) used in rodent management on a routine basis.

1. Dispose of rodents killed (including dead carcasses on the exterior grounds) or trapped.
2. Place traps out of general view and where routine cleaning procedures are not affected.
3. Map the location of all bait boxes and submit copies to the COTR.
4. Service and maintain all bait boxes on a scheduled basis and in accordance with Environmental Protection Agency (EPA) regulations, assuring the safety of non-target species.
5. Assure 100 percent compliance with all Federal, State, and Local laws, regulations, and/or special ordinances regarding nuisance wildlife management.
6. Check all live traps for nuisance wildlife on a routine basis

E. INTERIOR PEST POPULATIONS: The Contractor shall manage interior pest populations. The contractor shall ensure that:

1. All products are applied according to the manufacturer's label.
2. All trapping devices are labeled and dated at installation and each service.
3. No airborne pesticides are applied.
4. No rodent poisons are applied

F. EXTERIOR GROUNDS: The Contractor shall manage the exterior grounds pest issues. The Contractor shall ensure that:

1. Urban insect pests are managed.
2. All mammalian populations and/or individuals are managed.
3. All products are applied/used according to the manufacturer's label.
4. Rodenticides are not accessible to children, domestic animals, or non-target wildlife.
5. All trapping devices and bait boxes are labeled and dated at installation and each servicing.
6. All trapping devices and bait boxes are accounted for at all times.
7. All trapping devices and bait boxes are removed from the premises when not in use.
8. All live trapping is conducted humanely and professionally.

USCG Integrated Pest Management Services
Statement of Work (excerpt)

9. All Federal, State, and Local laws, regulations, or special ordinances regarding nuisance wildlife management are obeyed.
10. All live traps are routinely checked.

1.07 RECORDS AND REPORTS: The Contractor maintain complete and accurate records for each building and area that include, but are not limited to:

1. Monitoring data indicating pest population levels (graphs and/or charts utilized to reflect monthly and seasonal variation)
2. Locations of pest infestations, numbers of pests trapped or killed, new rodent burrows observed, etc.
3. Inspection data indicating findings and recommendations concerning other program areas involved in the IPM process;
4. Pesticide application data including the name of the product used or applied, amount applied, method of application, location(s) of treated area(s), Material Safety Data Sheets (MSDS), etc.
5. Location and service of all bait stations and trapping devices on the premises.
6. The Contractor shall incorporate the use of an infrared barcode scanning system for data collection. Data collected with this technology includes, but is not limited to, all scheduled insect monitoring devices and all rodent bait boxes. All data collected using this technology shall be provided to the Government both electronically and as a hard copy at a frequency of no less than once per month.

1.08 MONTHLY REPORTS: The Contractor shall submit a monthly report by the fifteenth (15th) calendar day of the following month detailing the performance of the Contractor. The Contractor shall include, but is not limited to the following information:

1. A general performance overview of the month;
2. Updates/progress reports of any pertinent schedules;
3. An accurate amount of each product used/applied;
4. An accurate number of rodent kills;
5. A calendar of events, plans, meetings, and/or special situations for the next 60 days;
6. Any special activities accomplished;
7. Frequency of office complaints per month (categorized by pest species, such as cockroaches, ants, mice, rats, etc.).
8. Customer "callbacks" due to large, recurring pest populations. The instance of relatively large, recurring pest populations is quantifiable based on an atypical number of calls to one or more locations within the building, or during specific times of the year.

1.09 REQUIRED PLANS: IPM Plan: The Contractor shall submit the following detailed plans:

1. A plan detailing proactive and reactive strategies for interior, exterior, and miscellaneous IPM requirements on Coast Guard property,
2. A detailed exterior rodent control plan for the Air Station Facilities and Government Housing Units.

1.10 CONTINUITY OF FACILITIES OPERATION: Perform all on-site work between the hours of 8:00 AM and 4:00 PM, Monday through Friday (Federal Holidays excluded), unless otherwise approved by the Contracting Officer or COTR.

PART 2 INSPECTIONS AND ACCEPTANCE

USCG Integrated Pest Management Services
Statement of Work (excerpt)

2.01 Contracting Officer: The Contracting Officer has the overall responsibility for the administration of this contract. He or she alone is authorized to take actions on behalf of the Government to amend, modify or deviate from the contract terms, conditions, requirements, details or delivery schedules. The Contracting Officer may delegate certain technical responsibilities to a technical representative.

2.02 Contracting Officer's Technical Representative (COTR): will be designated by letter to administer technical aspects of this contract, limited to technical review and approval of work.

Wherever the terms "Authorized Representative of the Contracting Officer", "Inspecting Officer", or "Commanding Officer" appear in the Contract or referenced documents, it shall be taken as reference to the COTR.

The COTR is a representative for the Government with limited authority who has been designated in writing by the Contracting Officer to provide technical direction, clarification, and guidance with respect to existing specifications and statement of work (SOW)/statement of objectives (SOO) as established in the contract. The COTR also monitors the progress and quality of the Contractor's performance for payment purposes. The COTR shall promptly report Contractor performance discrepancies and suggested corrective actions to the Contracting Officer for resolution.

The COTR is NOT authorized to take any direct or indirect actions or make any commitments that will result in changes to price, quantity, quality, schedule, place of performance, delivery or any other terms or conditions of the written contract.

The Contractor is responsible for promptly providing written notification to the Contracting Officer if it believes the COTR has requested or directed any change to the existing contract (or task/delivery order). No action shall be taken by the Contractor for any proposed change to the contract until the Contracting Officer has issued a written directive or written modification to the contract (or task/delivery order). The Government will not accept and is not liable for any alleged change to the contract unless the change is included in a written contract modification or directive signed by the Contracting Officer.

If the Contracting Officer has designated an Alternate COTR (ACOTR), the ACOTR may act only in the absence of the COTR (due to such reasons as leave, official travel, or other reasons for which the COTR is expected to be gone and not readily accessible for the day).

COTR authority IS NOT delegable.

PART 3 DELIVERIES OR PERFORMANCE

3.01 PERFORMANCE REQUIREMENTS: Commensal Rodents In and Around Buildings and Structures.

3.01.1 General Requirements: Prevent and control rodents indoors or within 75 linear feet of the exterior of designated buildings and structures. Rodent pest include, but are not limited to Norway rats, house mice, and field mice. Service requires removal of dead animals.

Time period to Respond: Indoors and Outdoor with three working days.

Time Period to Obtain Control: Indoors, ten calendar after initial treatment. Outdoors and Indoor Industrial areas, 30 calendar day.

Time Period to Maintain Control: 30 Calendar days after initial treatment.

USCG Integrated Pest Management Services
Statement of Work (excerpt)

Level of Control: Complete elimination of rodent infestations is required.

Work Survey: All work should start with a survey of the area to determine the pest present and harborage locations. Rodent signs include burrows, rub marks, fecal droppings, runways, gnaw marks, or other signs of rodents. Report sanitation problems, major structural deficiencies, and lack of rodent-proof food storage containers to the Government.

Control: use non-chemical and chemical control techniques:

Traps shall be serviced routinely during rodent trapping operations. Removal and disposal of rodent carcasses are considered a normal part of rodent control and do not constitute an added service call or charge.

Rodenticides shall not be used in areas where food is prepared or served without special approval from the COTR.

Rodenticides bait shall be placed only in distinctly marked, tamper-proof bait stations inaccessible to adults, children, pets and no-target species, or in burrows. All rodent baits shall be replaced as needed to keep bait acceptance high. Moldy or otherwise unacceptable bait, spillage, and all dead and dying rodents shall be removed and properly disposed of as a normal part of rodent control operations. All poisoned rodents shall be quickly collected to minimize the potential of secondary poisoning.